



NEW YORK STATE
Unified Court System

OFFICE OF COURT ADMINISTRATION

LAWRENCE K. MARKS
CHIEF ADMINISTRATIVE JUDGE

JOHN W. MCCONNELL, ESQ.
EXECUTIVE DIRECTOR

NANCY J. BARRY, ESQ.
CHIEF OF OPERATIONS

MEMORANDUM

April 14, 2020

To: Hon. George J. Silver
Hon. Vito C. Caruso
Administrative Judges

From: John W. McConnell *JWM*
Nancy Barry *NJB*

Re: Courthouse COVID-19 Procedures – Notification to Local Health Authorities

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As you may recall, the UCS courthouse coronavirus protocol directs court managers or uniformed personnel to notify local health authorities when persons diagnosed with or at risk of COVID-19 infection,¹ including UCS personnel, have entered a UCS facility. Memorandum of Chief Administrative Judge Lawrence K. Marks, March 12, 2020 (“CAJ Memo.”). Recently, we have been informed that this notification no longer appears helpful to local health authorities (which receive notice of positive infection results directly from testing agencies), and rarely results in the communication of new COVID-19-related advice to the courts.

In consequence, the UCS coronavirus protocol has been amended, effective immediately, to eliminate this notification requirement. In short: court personnel should no longer notify local health authorities when a person diagnosed with or at risk of COVID-19 infection has been present at a UCS courthouse or other facility.

Notwithstanding this amendment, please continue to encourage the prompt internal reporting of all coronavirus-related issues in our courthouses and other facilities to uniformed personnel and other administrative staff at the earliest possible time.

As always, thank you for your dedication and cooperation.

c: County Clerks

¹ Persons at risk include persons diagnosed with COVID-19, or who have had close contact with such diagnosed persons; persons directed by a medical authority to self-quarantine, isolate or self-monitor for the virus; persons with flu-like symptoms; recent travelers to nations which the Centers for Disease Control have identified as having sustained spread of the virus; and persons residing with such travelers. CAJ Memo., p. 2.